

Department of
Licensing, Inspections and Permits
Bureau of Zoning

City Hall
4th Floor
340 North Washington Avenue
Scranton, Pennsylvania 18503
Tel: (570) 348-4193
Fax: (570) 348-4171



SCRANTON

APPLICATION PROCEDURES FOR ZONING HEARING BOARD

*Please fill out application in full:

Applicant name(s), address, landowner name/address, project cost,
present/proposed use/address of property;
Names and addresses of **all** property owners abutting, adjoining and
across the street from the property in question;
Reason for the request, giving as much detail as possible; plot plan or;
pictures;
Setback information (if applicable).

*Application must be notarized. (See Angela in Zoning)

*Seven (7) copies of any plans/drawings etc.(if applicable) must be
provided to the Zoning Bureau by the deadline written below.

*See attached fee schedule for appropriate fee. (Section 104.A.5 &B)
Application fee is non-refundable.

*You will be notified of the date and time of the Zoning Hearing
by **certified mail**. Neighbors will be notified by mail, the property
will be posted and it will be advertised twice.

*If you have any questions, please call Angela at 348.4193 x4513.

Deadline for application: _____

Date of Hearing: _____

104. FILING FEES AND COSTS.

X 104.A.

Fee Schedule. Unless and until revised by resolution of City Council, the following fee schedule shall apply to actions under this Ordinance, in addition to fees provided for in the City's Building Codes. All such fees shall be paid in advance.

1. Certificates of Non-Conformance. \$5 fee.
 2. Occupancy Permit. \$20 fee, unless another fee is provided for in the City Building Codes.
 3. Request for Amendment of the Zoning Ordinance or Zoning Map, including a Curative Amendment. \$300 for each proposed amendment, plus the applicant shall re-imburse the City for expenses for all required legal advertisements.
 4. Written Statement of Zoning Compliance (When Requested). \$2 fee for a written statement of the zoning district or floodplain district a property is within. \$5 for any other written statement of compliance. If such statement is intended to state compliance of an existing use with specific requirements, then the applicant must in advance provide a signed written statement describing the use, the setbacks and such additional information as needed to determine compliance.
- X 5. Fees for Submittal to the Zoning Hearing Board for a variance or special exception or to the City Council as a conditional use shall be as follows:

<u>Construction/ Alteration Cost</u>	<u>Permit Charge</u>
\$0 to \$5,000	\$100
\$5,001 to 50,000	\$175
\$50,001 to \$100,000	\$250
\$100,001 to \$500,000	\$325
\$500,001 to \$1,000,000	\$400
\$1,000,001 and over	\$400 per million dollars of construction cost or fraction thereof up to a maximum fee of \$3,000

104.B. No application or appeal shall be considered filed until all fees are paid.

RULES FOR THE ZONING HEARING BOARD
OF THE CITY OF SCRANTON

1. **APPLICATIONS** All applications for zoning relief shall be filed with the Secretary to the Zoning Hearing Board not less than twenty-one (21) days prior to the hearing date for which the application will be placed on the agenda. **No application will be accepted by the Secretary which is incomplete and does not contain all of the required information including a listing of all abutting land owners and their addresses, a brief statement concerning the justification for the zoning relief requested and the citations to the applicable provisions of the Zoning Ordinance.**
 2. **CONTINUANCES** Any request for a continuance for any hearing scheduled before the board shall be in writing and received by the Secretary to the Zoning Hearing Board not less than seventy-two (72) hours prior to the hearing. **The continuance request shall contain a brief statement concerning the reason therefore.** All continuance requests shall be reviewed by the Zoning Hearing Board on a case by case basis and the decision of the Zoning Hearing Board will be communicated not less than forty-eight (48) hours prior to the scheduled hearing. No continuance shall be granted unless authorized by the Zoning Hearing Board pursuant to these rules. In approving a request for a continuance, the Zoning Hearing Board may require the applicant to pay an administrative fee not to exceed One Hundred (\$100.00) Dollars to defray any additional expenses incurred by the Zoning Hearing Board in any case where a continuance is granted.
 3. **SPECIAL HEARINGS** The Zoning Hearing Board shall meet on the second Wednesday of each month at 6:00 p.m. in Scranton City Hall Chambers to conduct hearings on all applications for zoning relief. To the extent practicable, no special hearings will be scheduled or conducted by the Zoning Hearing Board unless authorized by the Zoning Hearing Board. Any request for a special hearing shall be in writing and attached to the application. No special hearing shall be granted unless authorized by the zoning hearing board pursuant to these rules. **In approving a request for a special hearing, the zoning hearing board may require the applicant to pay an administrative fee not to exceed Five Hundred (\$500.00) Dollars to defray the expenses incurred by the zoning hearing board in conducting a special hearing.**
 4. **ZONING OFFICER ATTENDANCE AT ZONING HEARINGS** The Zoning Officer shall attend all hearings before the Zoning Hearing Board to assist the Board from time to time in its consideration of any application on the agenda.
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ZONING HEARING BOARD
CITY OF SCRANTON, PENNSYLVANIA

Application Date _____ Hearing Date _____ Application Number _____

☐ **VARIANCE** ☐ **SPECIAL EXCEPTION** ☐ **APPEAL** ☐ **INTERPRETATION**

Applicant Name _____

Address _____ Phone _____

Relationship to Landowner _____ zip code _____ Attached: ☐ Agreement of Sale ☐ Landowner Authorization

Landowner Name _____

Address _____ Phone _____

• Cite all applicable sections of zoning ordinance _____

Property Location _____		
Zoning District _____	Lot Size _____	Approximate Project Cost \$ _____
Present/Proposed Use _____		

Setbacks (If applicable) Location	Required Distance	Actual Distance	Seeking relief of
_____	_____	_____	_____
_____	_____	_____	_____

• Justification for request

Date/decision of any previous zoning action on subject property _____

List all effected property owners - Properties adjoining, abutting, and across the street must be listed - attach separate sheet as needed

Name	Address	Use
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPLICATION MUST BE FILLED OUT COMPLETELY AND NOTARIZED.
File application, plans and all other documentation along with 7 copies of each and appropriate fee.

Commonwealth of Pennsylvania) _____	Deponent being duly sworn says that he/she is the owner or authorized agent for the owner of property for which this application is made and that all statements and data furnished with this application are true and correct.	<div style="border: 1px solid black; padding: 5px;">Application Fee \$ _____ Amount paid _____</div>
County of _____		

Sworn to and subscribed before me this _____ day of _____ My Commission expires: _____

Signature of Notary Public _____	Signature of Applicant _____
DO NOT WRITE BELOW - FOR OFFICIAL USE ONLY	
APPROVED	DENIED
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____